

Iowa Department of Natural Resources
Environmental Protection Commission

ITEM

19

DECISION

TOPIC 2008 Laboratory Certification Agreement with University of Iowa

The Department requests Commission approval of a contract in the amount of \$300,000.00 with the University of Iowa's Hygienic Laboratory (UHL) for Environmental Laboratory Certification services for calendar years 2008 and 2009.

Under Iowa Code 455B.103, the department is required to contract with the UHL for these services unless the required services cannot be provided by the UHL.

This agreement is entered into with the intent of assisting the Director of the IDNR in determining the qualifications of laboratories requesting environmental certification for the analysis of:

- drinking water for compliance with the Safe Drinking Water Act (SDWA) program,
- water and soil samples for compliance with the Underground Storage Tank (UST) program,
- treated and untreated wastewater, surface and groundwater, sludge and soils for compliance with the State Clean Water Act (CWA), and,
- solid waste and contaminated site (SW/CS) samples for compliance with State solid waste and contaminated sites program.

The amount of the two year agreement is estimated at \$300,000.

The agreement amount reflects a best estimate of the certifications that will renew during this two-year contract time period, the fees collected, and the actual costs and indirect costs of the program.

The source of funding for this contract comes from laboratory certification fees as provided by 567—83.3(455B) IAC.

Charles C. Corell, Chief
Water Quality Bureau
Environmental Services Division

January 8, 2008

IOWA DEPARTMENT OF NATURAL RESOURCES

Laboratory Certification

AGREEMENT 2008-7162-01

With

University of Iowa Hygienic Laboratory (UHL)

SCOPE OF WORK

5.1 Statement of Work. Contractor shall perform the following tasks:

Task 1: Certification of the University Hygienic Laboratory. UHL will:

1. Comply with the requirement detailed in IAC 83.6(4)a for the biennial on-site inspection of UHL.

Task 2: Overall Administration for the Environmental Laboratory Certification Program. UHL will:

1. Review the standard operating procedure for the Environmental Laboratory Certification Program annually.
2. Convene meetings with DNR regarding the Environmental Laboratory Certification Program quarterly or as needed, including agenda, minutes, responsibilities and due dates.
3. Respond to requests for information concerning the laboratory certification program in a timely manner.
4. Recommend solutions for Environmental Laboratory Certification issues that arise.

Compliance with these duties will be summarized in quarterly reports submitted to the DNR.

Task 3: Laboratory Certification Process: Application. UHL will:

1. Prepare, or assist DNR with the preparation and/or revision, of all communications related to the application process, including notices, applications, letters, documents of certification, and letters of revocation.
2. Upon request, provide application packets to new or existing laboratories wishing to acquire or amend their certification.
3. Distribute renewal application packets 90 days prior to the expiration of the laboratory's certification and second notices 60 days before expiration.
4. Ensure applications and renewals received are complete and submitted to DNR in a

timely manner.

5. Forward and track documents for DNR signature as required.

Compliance with these duties will be summarized in quarterly reports submitted to the DNR.

Task 4: Laboratory Certification Process: On-Site Inspections. UHL will:

1. Schedule on-site inspections of laboratories located within the State of Iowa within 90 days of receipt of a completed application.
2. Conduct on-site laboratory visits to evaluate laboratory equipment, procedures, records, and personnel in compliance with the requirements of IAC 567—83 and the current chapters of manuals for certification for each environmental program, adopted by reference.
3. Supply to DNR a schedule of on-site certification laboratory visits in a format agreed upon by both IDNR and UHL.
4. Complete evaluations 30 days after on-site visit.
5. Waive on-site visits of out-of-state laboratories when conditions of reciprocal certification are met as outlined in Sections 567-83.4(1)d, 567-83.(3)b, and 567-83(2)a(2) of the Iowa Administrative Code.
6. Notify an out-of-state laboratory and the DNR if an on-site visit is determined to be necessary to make a determination concerning certification.
7. Schedule an on-site visit of an out-of-state laboratory once notification is given to that laboratory and DNR.
8. Bill the out-of-state laboratory for the expenses associated with the on-site visit, per the authority to do so granted to UHL in IAC 83.3(2)a.(2).
9. Conduct exit interviews as part of all on-site inspections and include a discussion of the findings and, if appropriate, corrective actions of the laboratory and expected due dates.

Task 5: Laboratory Certification Process: Eligibility determination and certificate recommendation. UHL will:

1. Provide to DNR within 30 days after a completed on-site visit a recommendation on the findings and level of certification for the applicant, in the form of a certificate, DNR cover letter, list of certified parameters, narrative of findings describing deficiencies, corrective actions and due dates and applicable on-site inspection forms. The recommendation will include evidence of the laboratory's acceptable performance in proficiency testing. Where applicable, a statement will be made that the recommendation was based upon receipt of a resident state current certificate and verification that an on-site evaluation has been performed.
2. Submit recommendations of eligibility for certification 30 days prior to the laboratory's certification expiration date when a complete application is received 60 days before the laboratory's certification expiration date.
3. Amend a certificate, as required, based upon request by the DNR or with appropriate documentation from the laboratory.
4. Process applications for renewal or amendment within 90 days of receipt of a complete application.
5. Maintain tracking systems and retain records relative to each certification cycle for

each laboratory.

Task 6: Information Availability & Maintenance. UHL will:

1. Maintain an Internet site to display the complete and current list of certified laboratories. The information shall be organized in a manner agreed upon by both IDNR and UHL.
2. Update the underlying database and web page on an ongoing basis and keep the information accurate. To insure the accuracy of the information in the database, UHL staff shall formally review the list at least monthly and offer any items of interest or concern for discussion at quarterly meetings.
3. Other than routine updates, changes in display of information shall be made by mutual agreement of IDNR and UHL.
4. Schedule quarterly meetings to identify ways to enhance the current information management system and to plan for eventual adoption of a web-based system. Deliverables for this task will include detailed meeting minutes, which are to identify action items with associated due dates mutually agreed to by UHL and DNR. These meeting minutes will also be expected of any subcommittees that meet as a result of these quarterly meetings.

Budget

UHL will bill IDNR \$37,500.00 per quarter for its services during the first seven quarters.

In the final quarter of the contract the invoice shall be for an amount equal 86.0% of the total fees collected between 01/01/2008 and 12/31/2009, less \$262,500.00.

UHL shall also bill, IDNR in its final quarter, for any multiple visits and multiple Performance Evaluation (PE) samples. The amount, if any, is determined by the following fee structure.

Certification Repeat Visit	Number of visits x \$300
Certification Correctional Visit	Number of visits x \$500
Additional PEs for Laboratory Certification	Up to \$100 for each additional PEs